

**MANOR BOROUGH COUNCIL**  
**MONTHLY BUSINESS MEETING – June 16, 2021**

The Manor Borough Council held its monthly business meeting on Wednesday, June 16, 2021 at 7:00 P.M., in the Manor Community Room.

Roll Call of Attendance:

(Present)	Bruce Hartman, President Christine Marchand Mike Matrisch - Mayor John Campfield, Solicitor	Dawn Lynn, Vice President Jim Vacha  Ed Antonacci, Engineer
(Absent)	Dave Gongaware Brian Woy Jason Krainbucher, Zoning Office	Ralph Hensell Mike Radakovich, Tax Collector George Valmassoni, Chief of Police

**Minutes** – A motion “to accept the minutes of the meeting held on May 19, 2021, as read” was made by Ms. Lynn, and seconded by Ms. Marchand. The motion carried unanimously.

**Public Comment on Agenda Items** – Chuck Charrie of 1297 First St, Manor, commented on the stormwater management ordinance. He referenced the April Council Meeting and a citizen committee. He then commented on the Ordinance and being able to tell residents when to comply and when they can’t, specifically the Exemption Section 303. He feels this is not clear. Section 304 concerning no harm is also a concern to him as it is not restrictive enough for Brush Creek, and the cost to prove no harm is expensive should a resident need to do so. Mr. Hartman explained the Stormwater Maintenance reverted back to the County model, which was less restrictive, after the committee meeting held on Mother’s Day. The Borough had initially tailored the Ordinance for Manor Borough, but the objections from Mr. Charrie and Ms. Forney at previous council meetings, stating it was too restrictive, caused the committee to recommend the Ordinance revert back to the County draft model. Mr. Charrie feels that a resident who is exempt and is doing no harm should not have to spend money to prove it. Mr. Lapia noted there is a clause stating a cumulative effect over a 5-year period. Which means 1 or 2 projects might be small and cause no harm, but subsequent projects could put the resident over the threshold. Mr. Charrie is also concerned at how the need for a permit or an exemption will be explained so it is understood by the resident. He is not happy with the proposed Ordinance and feels a one size fits all does not work. To clarify, once the Ordinance is passed any change to the Fee Schedule is done by Resolution. Regarding Appeal Fee, it is unable to be determined at this time and will be for a future Resolution.

Jerilyn Lewis of 19 Harding Street, Manor, commented about the Manor Community Room. At the April Council Meeting, Ms. Lewis handed out a Citizen Concern form to Council regarding the Community Room. Mr. Hartman noted Community Room rentals will need a waiver signed in regards to COVID and gathering size will be limited based on the Governor’s limit at a given time once occupancy limit has been determined. Due to changes to the Community Room the occupancy number has changed, which was never an issue until the pandemic. Per Manor’s Building Inspector, the Borough Engineer is tasked with measuring the community room and calculating occupancy. Once the occupancy is known, functions can be limited to the percentage of allowable capacity. Ms. Lewis asserted PTARC has been renting the Community Room and waiving the COVID requirements. In actuality, PTARC has a COVID waiver in place for class participants; the class size is no more than 10 people; by intermunicipal agreement PTARC is permitted to use the facilities at no charge. She felt it was not fair the Library could not use the community room at this time.

**Mayor’s Report** (Mr. Matrisch) – Civil Service Commission needs to meet to start the list process for new police officers. Ms. Lynn motioned to allow the Civil Service Commission to meet to start the process. Seconded by Ms. Marchand, the motion carried unanimously.

**Solicitor’s Report** (Mr. Campfield) – None.

**Engineer's Report** (Mr. Antonacci) – The contracts for the 2021 Street Paving project were submitted to the Borough for signatures and Municipal Services processing.

**Planning & Zoning Officer's Report** (Mr. Krainbucher) – Mr. Lapia noted Terry Walter of 41 Observatory Street, Manor, in attendance, has an issue with the Commercial Business District (CBD) and his attempt to sell a duplex on Race Street. Current zoning states if the structure should burn, it has to be rebuilt with a business, or store front, on the first floor and living space on the second floor. He requests the Zoning for CBD be amended to exclude the requirement of the first floor being a store front if not needed.

**Borough Manager's Report** (Mr. Lapia) – The walking bridge to the park has railing that needs replaced. Some sections are in pretty bad shape and should be replaced, however, with the current price of lumber, it could be quite expensive. Since the Manor Trails housing plan off of Rowe Road is not going to happen, the Borough could apply for a Dirt and Low Volume Road Grant to help mediate the drainage issue. The grant application is due in October with the money awarded in 2022. Ms. Lynn motioned to proceed with applying for a Dirt and Low Volume Road Grant. Seconded by Mr. Vacha, the motion carried unanimously. LED light bulbs were placed in the Administration Office and at the police station. Mr. Lapia proposes to replace the Community Room lights with LEDs at a cost \$815, as the light bulbs are on sale. The reduced wattage will help lower the electric bill. The cost will be taken from the Community Room fund. Mr. Vacha motioned to replace the light bulbs in the Community Room with LED bulbs. Seconded by Ms. Marchand, the motion carried unanimously.

**Treasurer's Report** – A motion “to approve the Treasurer's Report for the month of May 2021, as prepared” was made by Ms. Lynn. The motion was seconded by Mr. Vacha. The motion carried unanimously.

**Tax Collector's Report** – A motion “to approve the Tax Collector's Report for the month of May 2021, as prepared” was made by Ms. Lynn and seconded by Ms. Marchand. The motion carried unanimously.

#### **Committee Reports**

- **Building & Properties** – None.
- **Community Betterment** – None.
- **Finance** – None.
- **Personnel** – None.
- **Planning & Zoning** – Ms. Lynn requested Mr. Lapia send a letter to the Planning Commission the need to meet regarding a change to the CBD Zoning.
- **Public Safety** – Mayor Matrisch met with the Police Department and they want to hire another part-time police officer as one may be leaving.

#### **Old Business**

- Consideration “to adopt Ordinance 589-21-01, Enacting a New Stormwater Management Ordinance and Implementing the Requirements of the Westmoreland County Stormwater Management Integrated Water Resources Plan (2020).” Ms. Lynn motioned to adopt Ordinance 589-21-01, Enacting a New Stormwater Management Ordinance based on the Requirements of the Westmoreland County Stormwater Management Integrated Water Resources Plan of 2020. Seconded by Mr. Vacha, the motion carried unanimously.
- Discussion on renting of the Community Room. Council consensus is to open the community room for rental as soon as possible, however, occupancy limits and a COVID waiver has to be agreed upon. Ms. Lynn motioned to have the Borough Engineer determine the occupancy limit in the Community Room. Seconded by Mr. Vacha, the motion carried unanimously. Then Ms. Lynn motioned to have the Borough Solicitor draft a COVID waiver for rentals. Seconded by Mr. Vacha, the motion carried unanimously. Council does not feel it necessary to do an enhanced cleaning on tables and chairs.

### **New Business**

- Consideration “to approve Resolution 2021-06 Monthly Destruction of Public Records.” Ms. Lynn motioned to approve Resolution 2021-6 Monthly Destruction of Public Records. Seconded by Ms. Marchand, the motion carried unanimously.
- Consideration “to approve Resolution 2021-07 Appointing Amanda Woy to Civil Service Commission. Mr. Vacha motioned to approve Resolution 2021-07 Appointing Amanda Woy to the Civil Service Commission. Seconded by Ms. Marchand, the motion carried unanimously.
- Discussion on Security Cameras for the Police Station, Borough Building and Park. Mr. Lapia obtained a quote for cameras last year for the Police Station, Public Works, and the Administration office at \$12,000.74. The quote is still good pending any issues with availability and supply chain. Before cameras can be installed in the park, a design and site survey must be done at approximately \$1,000. Ms. Lynn motioned to proceed with the design and site survey for the park. Seconded by Mr. Vacha, the motion carried unanimously. Council wants to see the total cost for all cameras.

**Correspondence** – Manor Public Library Board of Trustees sent a letter to Mayor Matrisch and copying President Hartman and Councilman Gongaware. They are requesting open communication between them and Council.

**Payment of Bills** – A motion “to approve payment of the bills as of June 16, 2021, as presented” was made by Ms. Lynn and seconded by Mr. Vacha. The motion carried by majority. Ms. Marchand abstained due to a conflict of interest.

There was no Executive Session.

**Citizen Comments** – Chuck Charrie of 1297 First Street, Manor, first inquired about the \$1,000 site survey and queried the threshold amount on quotes. Mr. Lapia noted the bid amount threshold is \$20,400. Anything under \$10,600 does not require quotes. Mr. Lapia feels the amount will not go high enough to require the Borough to bid the project. He then inquired about the Borough message sign. Mr. Lapia reported there are electrical issues with it and it is not working. In addition, it is difficult and expensive to find the correct letter size. Council was looking into fixing or replacing the sign, then the pandemic hit and the sign was put on hold. Some budget cuts made fixing or replacing the sign not a priority. Mr. Charrie insinuates the Borough is too lazy to purchase letters and wants to keep residents in the dark. Mr. Lapia pointed out the Borough’s web page ([www.manorborough.com](http://www.manorborough.com)) is kept as up to date as possible. Mr. Charrie offered to buy letters and donate them to the Borough. Mr. Lapia noted the Borough needs a sign policy for what can and cannot be placed on the sign. Mr. Charrie offered to help out any way possible. He then inquired about the new pick up truck and why the Borough was trading it in on a new truck, from a 4-door to a 2-door that carries less people and only has 23,000 miles on it. Mr. Vacha pointed out the new truck is an extended cab, and seating is not lost. The longer truck bed will accommodate more items that may need to be hauled to an emergency site. The truck is used by Public Works, Emergency Management and for Borough business.

Jerilyn Lewis of 19 Harding Street, Manor, had more comments about the Manor Community Room. Ms. Lewis referenced 12/21/2016, the Council Meeting where storage areas for the tables and chairs for the Community Room was discussed. She can’t understand why the closets were installed for 4 ½ years and now they have to be measured. She then referenced 9/16/2020 and PTARC’s use of the Community Room, with less than 25 people, adhering to CDC Guidelines, and cleaning before they leave the room. She addressed Ms. Marchand referencing post Community Room remodel, the cost analysis and the increase in the cleaning fee which she labeled “Joe’s Tax” as a cleaning fee. She claims she asked Mr. Lapia about the cleaning fee and was told it was \$75. The Janitor cleans the Community Room and is paid his regular hourly rate. The \$75 covers supplies used in cleaning the room and restroom such as floor wax, cleaning sprays, and other supplies. Ms. Marchand reiterated the \$75 cleaning fee is mostly for those people who get the rental fee waived. Ms. Lewis wanted to know why the Manor Library is charged a \$75 cleaning fee when

they clean up after themselves. Mr. Hartman responded that was what Council decided when they imposed the cleaning fee for free use of the Community Room.

There being no other business to discuss, a motion "to adjourn the meeting" was made by Ms. Lynn and was seconded by Mr. Vacha. The motion carried unanimously. The meeting adjourned at 9:02 P.M.

Joseph N. Lapia  
Borough Manager